

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Program Coordinator - Events</b></p>
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### **General Summary**

Coordinate City events from conception to post-event completion.

### **Key Distinguishing Duties**

Develop event themes, maintain event schedule and monitor and track expenditures for City events.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Analyze needs, identify, promote and schedule City events.
2. Develop event themes, oversee vendors and security, maintain event schedule and monitor and track expenditures for budgeting purposes.
3. Assist in developing outreach, education, marketing and communication strategies.
4. Develop RP's RFB's, technical specifications and contracts for event lighting, sound and production services and budgets for the technical needs, materials and services for City events. Coordinates service and material purchases. Oversees the provision and use of these items and services during events.
5. Participate in the selection and oversight of consultants who provide services to the City.
6. Negotiate, execute and administer contractual agreements for all events.
7. Prospect, solicit and maintain community sponsors for events. Participate and initiate fundraising activities for events.
8. Manage on-line event communication.
9. Manage and participate in event construction or set up, and breakdown, including extensive coordination and project supervision of employees and volunteers
10. Maintain manual and computer files, records and other information systems related to program functions. Establish and maintain databases, project tracking systems and other technical information systems required for studies, projects and programs.

11. Participate in department/division/section operational processes including procedure development and implementation.
12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Knowledge of principles and practices of commercial, in-house and community event planning.
- ◆ Knowledge of principles and procedures of financial record keeping and reporting.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on events.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.
- ◆ Basic understanding of cultural sensitivities and customs.

### **Skills/Abilities Required**

- ◆ Ability to effectively negotiate contractual terms with vendors and promoters and local area licensees.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.

- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Strong ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, database applications, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment including typewriter, adding machine and copier.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in business/public administration and two years experience in coordinating large events, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional dealing with distraught or difficult individuals; frequent travel to local off-site locations; frequent operation of a motor vehicle on public roads; frequent attendance at meetings or activities outside of normal working hours.

### **Classification History**

Classification created: April 15, 2009

Status: SEIU  
FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date